



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

Cook III

Class Code:
012030

Bargaining Unit: Crafts, Trades and Labor

COUNTY OF TULARE
Revision Date: Oct 1, 1993

SALARY RANGE

\$12.92 - \$15.74 Hourly
\$1,033.31 - \$1,259.35 Biweekly
\$2,238.83 - \$2,728.58 Monthly
\$26,866.00 - \$32,743.00 Annually

DEFINITION:

To cook and prepare meals in a County detention facility; and to train and supervise assigned inmates.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and/or lead supervisory class in the Cook series. Incumbents may function in either or both capacities, depending on the facility assigned to and are expected to prepare and cook/bake the full range and quantity of foods in an institutional setting.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Food Services Manager or other higher level departmental personnel.

Responsibilities include direct supervision over kitchen inmate helpers, and lower level Cooks when assigned.

TYPICAL DUTIES:

DUTIES may include, but are not necessarily limited to: Supervise lower level cooks and inmate staff in food preparation; perform cooking, baking and butchering tasks; order produce, meats and staples for jail feeding program; prepare menus and special diets; account for food and hardware items on an assigned shift; inspect kitchen area for security and sanitary conditions; clean and repair kitchen equipment; train inmates and other kitchen personnel to cook, bake, use kitchen equipment and maintain sanitary standards; maintain inventory of kitchen supplies.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of: Storage and preservation of foods; sanitation requirements for institutional kitchens; math sufficient to compute percentages, decimals and fractions; kitchen cleaning materials; basic nutrition; meal planning and dietetic terminology.

Skill/Ability to: Prepare a variety of foods in large quantities; requisition food and supplies in amounts to meet changing meal counts and menu requirements; cook and serve appetizing meals; operate machines and equipment found in large kitchens; maintain sanitary requirements found in institutional kitchens; read and interpret numbers on scales, dials, and gauges; recall ingredients in preparing foods; give and follow oral and written instructions; organize work, adjust to changing work loads and meet deadlines; adjust recipes as needed; work with and maintain cooperative relationships with fellow employees and correctional inmate personnel.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: Two years of progressively more difficult and varied cooking and food preparation experience for large numbers of people such as is found in institutional or military cooking, one year of which includes supervisory responsibilities.